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22 SEP 1978

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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : FY 1979 Annual Personnel Plan, Phase I

REFERENCE : Memo for DD's and Ch. Exec. Career Service Board
dtd 29 Jun 78, subject: FY 1979 APP

1. Action Requested: Recommendations for your approval are contained in paragraph three.

2. Background: During earlier discussions on the Annual Personnel Plan, the Director asked that the FY 1979 APP be developed in two phases. Phase I would be the goal setting for FY 1979, developed prior to the beginning of the fiscal year, and Phase II would be the evaluation or achievement report for FY 1978 following as a separate report. Reference, copy attached for your information, provides the guidance for preparation of the Phase I report.

Forwarded herewith are copies of the FY 1979 APP, Phase I, for the Career Services. An individual analysis, attached to each APP, includes some comparison data from FY 1977 and for the period 30 June 1977 to 30 June 1978 to provide a basis for judging the validity of the goals. Also included are comparative charts, with gross numbers, for the various reports of the Career Services. There is no consolidated Agency report except for the totals provided on the comparative charts.

Following are some overview comments on the reports. The promotion rates for all the Career Services are on target, with the DDA and DDS&T projecting slightly in excess of the approved numbers. NFAC and DDS&T have projected supergrade strength in excess of their approved allocations; these plans may require adjustment to conform to the DDCI approved allowances.

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The on-duty strength percentage for women and minority professional employees projects small increases for FY 1979. While

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or 2 for this group.) Promotion projections for women in the individual Services, except the E Service, show a higher percentage than of their makeup of the professional population as a whole. This is also true for Black professional employees, again except in the E Service where there was, however, a higher promotion rate last year. Promotion rates for Hispanics are somewhat in excess of their percentage of the population; Asian Americans fall behind in this area. When numbers are small as in most of the minorities, it is difficult to maintain a steady high rate of promotions without promoting the same employees each year.

All Career Services, except the DDA, project small increases in average grade--the DDA projects a reduction of .03 points. Average grade projections vary from 9.84 in the DDA to 11.11 in the E Service. The other three are in the 10 plus range.

Except for the DDO and NFAC the rotational assignments projected "in" and "out" of the Career Services are within a few numbers of last year's achievements. The DDO has a reduction in projected in-assignments; NFAC projects a significant increase in this same area.

3. Recommendations: It is recommended that:

a. The APPs, Phase I, be approved as submitted, with a recommendation to the Heads of the Career Services that the goals be tracked within the Service during the year and that every effort be made to increase the on-duty strength and GS-12 and above promotion goals for women and minority professionals.

b. That the Career Service Subgroup APP submissions be returned to the offices concerned with the results of the Career Service review and the recommendations of the Head of the Career Service. The Subgroups should also be advised of the Career Service approved goals as a means of relating their office goals to those of the Service as a whole.

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c. The attached memorandum, conveying your approval of the APPs with certain caveats and instructions, be sent to the Heads of the Career Services.

F. W. M. Janney

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Atts.
As Stated

APPROVED :

for promoting rates only
[Signature]
Deputy Director of Central Intelligence

10 OCT 1978
Date

DISAPPROVED:

Deputy Director of Central Intelligence

Date

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